



METROPOLITAN  
TRANSPORTATION  
COMMISSION

## RE: STUDENT APPLICATION PACKET FOR MTC SUMMER 2010 HIGH SCHOOL INTERNSHIP PROGRAM

Dear Administrator,

The Metropolitan Transportation Commission (MTC) is sponsoring its High School Internship Program and asks for your assistance in making this information available to your students. The purpose of the program is to introduce high school students to career opportunities in the field of transportation and to provide our transportation partners, such as planners at transit agencies or traffic engineers at city and county public works departments, with some assistance on entry-level tasks.

Approximately **30** internships will be available throughout the nine-county San Francisco Bay Area. The work site locations and job descriptions are now posted on the MTC website at:

[http://www.mtc.ca.gov/jobs/high\\_school/](http://www.mtc.ca.gov/jobs/high_school/)

The hourly rate is **\$10.00** per hour and students may work full-time or part-time, for up to 8 weeks, between June and August 2010.

Enclosed, please find High School Internship Application Form, Voluntary Self-ID Form, Brochure, and Flyer. Additional copies of these materials may be downloaded from the MTC website.

### STUDENT QUALIFICATION REQUIREMENTS are as follows:

Applicant must:

- be at least 16 years of age by date of hire (July 16, 2010),
- have completed the 10<sup>th</sup> grade, and
- have an unweighted grade point average of 2.8 or higher (students with a lower GPA will be considered if he/she submits two letters of recommendation).

NOTE: If you are offered an internship, are under 18 years of age, **and** will not be graduating prior to the start of the program, you will be required to obtain a work permit.

*Graduating seniors are eligible to apply.*

### ITEMS TO SUBMIT

All required documents must be submitted for further consideration.

#### REQUIRED:

1. Completed application
2. Self-identification form
3. Letter (up to one page only) that describes your interest in your community or any area of transportation and explains why you are interested in this internship program
4. One letter of recommendation from a teacher, principal, counselor, religious leader, or employer.

#### IF APPLICABLE:

1. Second recommendation letter

*Two letters are required if unweighted GPA is below 2.8*

## ***Application packets must arrive by March 26, 2010.***

### **IMPORTANT: Avoid duplicate submissions.**

*Either FAX to: 510-817-5848*

*Or MAIL to:*

ATTN: High School Internship Coordinator  
101 8<sup>th</sup> Street  
Oakland, CA 94607

*Additional Information at:*

[http://www.mtc.ca.gov/jobs/high\\_school/](http://www.mtc.ca.gov/jobs/high_school/)

*For questions contact Coordinator:*

Phone: 510-817-5807

E-mail: [highschool@mtc.ca.gov](mailto:highschool@mtc.ca.gov)